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MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT : Intelligence School Weekly Report #18
25 April through 1 May 1957

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| Document No. | 21 | 1 May 1957 |
| Date | 3-10-78 | 35 |

I. SIGNIFICANT ITEMS:

W On Tuesday, 30 April, [] students who had completed Basic Supervision from December 1954 to March 1956 met with General Cabell in 117 Central Building to discuss management problems in the Agency. The session lasted about an hour and was the initiation of a further effort in the follow-up program of the course. The announcement of the meeting was enthusiastically received and the session was a good one. General Cabell has indicated his willingness to meet similar groups of the course in the future.

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II. OTHER ACTIVITIES:

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A. Intelligence Orientation

(1) Intelligence Orientation #9 began 29 April with [] students enrolled. This is the smallest number of people to be registered for a single IO course in the last three years. The opening remarks were delivered by the DDER and got the course off to a fine start.

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(2) On Friday, 26 April, [] visited [] to discuss the possibility of preparing a special version of Introduction to Intelligence for presentation to Signal Center personnel working in []. The initial suggestion of the need for such a course (not a request for OIR to provide it) grew out of a discussion with [] with the IS staff on 15 April. A report will be made to the DDER concerning our estimate of the need for and feasibility of such training before any report is made to OC on this suggestion. A formal request for the training, if any, will be forthcoming from OC after this reconnaissance.

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(3) [] the first member of the Medical Staff to take the special program for Medical Staff personnel, completed the Communism and Intelligence phase of his orientation on Friday, 26 April. He is now taking the first two weeks of Operations Support.

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B. Intelligence Training

(1) The [] JOT's enrolled in Intelligence Techniques #5 finished the course on Friday, 26 April.

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(2) The quota [] for Intelligence Research (Maps) starting 6 May has been filled with students from OER. [] has spent a great deal of time in M Building working closely with analysts who were assigned to prepare economic intelligence problems for use in the course. These have now been completed. [] of the A & E Staff will again audit the course and study possible methods of simplifying the grading and evaluating of student papers.

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(3) [] met this week with the Training Officer of OO/C to set up a preliminary schedule for the OO/C Refresher #8 to be held at 1717 H Street, 24 June - 3 July.

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(4) On Tuesday, 30 April, [] reviewed for Graphics Register a film on the Sudan.

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C. Management Training

(1) [] talked this past week with Mr. Gordon Stewart, Director of Personnel, and he indicated his willingness to talk to the senior supervision courses whenever possible and to appear sometime at a combined meeting of the kind General Cabell addressed. He also agreed to talk with their Training Officer about the possibility of scheduling OP people in the Management and Supervision courses so that there could be an OP representative in as many courses as possible.

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(2) Basic Supervision #31, a presentation for senior first-line supervisors (GS 12-14) will begin on 6 May. There are [] people enrolled, most of them from the DD/I.

(3) Basic Management #34 is scheduled to begin on 13 May. There are now [] people enrolled.

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D. Reading Improvement

Last week OER sent to Reading Improvement information and samples for the readability survey. All DD/I Offices have furnished the information and samples requested of them, so the first stage of the survey is complete. [] told [] on 30 April that she hopes to analyze the data and make recommendations by July 1957.

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E. Instructor Training

[] was on a special assignment out of the city 25 and 26 April.

F. Administrative Training

(1) Administrative Procedures #72 was completed on 26 April.

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(2) Operations Support #26 began on 29 April with a first week's enrollment of []

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(3) [] returned from his military leave for one day to handle the finance instruction in Administrative Procedures, as the doctor has advised [] not to speak for more than an hour at one time for several more weeks.

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G. Clerical Training

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(1) During the week of 22 April there were [] people in Clerical Induction Training.

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(2) The results of the official Agency tests administered by Clerical Induction to the entrance-on-duty employees for the week of 22 April were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 29 April were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(4) Clerical Refresher #68 began on 22 April with [] students enrolled. Agency components are represented as follows: DD/P, [] DD/S, [] DD/I, [] and O/DCI, []

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(5) [] is preparing a special Secretarial Workshop to be conducted at [] on 20 and 21 May.

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H. OIR Orientation Officer

(1) On 29 April the CIA Introduction was conducted for [] people.

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(2) The number of people attending the CIA Review has averaged about [] per session of late. Because of the small numbers, it has been decided to conduct the CIA Review once

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a month instead of every two weeks. This change has been coordinated with all concerned, including Mr. Karamessines. If the numbers begin to increase again, the program will be conducted more often.

I. Visual Aids Staff

The weekly activities report of VAS is attached.

III. PERSONNEL NOTES

A. [] reported for duty in Administrative Training on 23 April and is now enrolled in Operations Support #26 to give her background for her assignment as Training Assistant. 25X1

B. [] expects to return to work on Monday, 6 May, and will work half-days for a while. 25X1

C. [] is now a student in Operations Familiarization and will be away for the next six weeks. He has not formally severed his connection with the Intelligence School. 25X1

D. [] reported back from military leave on 29 April. 25X1

E. [] is on two weeks' annual leave. [] 25X1

Chief, Intelligence School

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